

# Library Explorer Passport Setup Checklist:

*Everything you need to participate. Questions? Email or call Angela, [aschneider@winnefox.org](mailto:aschneider@winnefox.org)/920-294-6213.*

You can find marketing resources and other information on the Extranet homepage. Go to [extranet.winnefox.org](http://extranet.winnefox.org), click on the blog post in the upper righthand corner.

## PASSPORT KIT CHECKLIST

Let's get started! In this kit you'll find the following items. Take a minute to customize your kit.

- Printed Passports.** Your library requested \_\_\_\_\_ passports. You can always order additional passports by contacting Angela at Winnefox.
- Participation poster(s)** to display in a prominent place so visitors know where to get their passports stamped.
- Entry form master**
  - Write in your library name on each entry form in the shaded box. Abbreviations are fine! This is for our records.
  - Use this sheet to **make copies** of the entry forms as you need them.
  - Instructions for stamping passports and handing our entry forms below.
- Tally sheet** with instructions. This is your record of program participation for the annual report and is how we'll track participation in the program as a system. You'll return the tally sheet to us after August 1.
- Paw Print Stamps** - use these to stamp passports.
- Stickers and bookmarks** to hand out with entry forms - offer to visitors when you stamp their passport
- Marketing Tools** - use the graphics to plan social media posts and include in your June newsletter, share the press release with local papers, and display posters in the library and around the community.
- Instructions** - share with all staff working on the desk

## SET UP

- Identify a place that people will go to get their passport stamped. Choose the place that works best for you - a circulation desk, special SLP desk, etc.
- You got two participation posters (11x17 and 8.5x11) in your passport kit from Winnefox. Hang them where people will see them. Put at least one where visitors will get their passport stamped. There are printable PDFs on the virtual toolkit if you'd like to print more.
- Stock your Passport Stamping Area with:
  - the paw print stamp in your kit
  - tally sheet
  - entry forms and folder, bucket, or envelop to collected completed forms
  - bookmarks and stickers
  - passports and your library information or swag

## MAKE PASSPORT VISITOR EXPERIENCES SPECIAL

This is your chance to let visitors know about all the great things at your library and community! Each time you hand out a passport, stamp a passport or accept an entry form you have a chance to engage with your visitor. Here are some ideas that you could pick from to make their visit extra special:

- Hand out a library brochure or flyer with the passport.
- Point out a passive program to participate in, like a scavenger hunt.
- Recommend a book or movie from a special display, or highlight your Library of Things items
- Tell people about any upcoming events or special exhibits.
- Point out community highlights you'd like to share.
- If your library has a swag bag offer it to your visitor.
- Ask if you can help your visitor find anything.